

Animal and Plant Health Inspection Service
Civil Rights Enforcement and Compliance
**Alternative Dispute Resolution Center EEO
Counseling/Mediation Program**



If you believe that you have been discriminated against, contact the APHIS ADR Center for Assistance at (301) 734-6317 or (800) 342-7231

How to File a Discrimination Complaint

WHO? Any present or former APHIS employee or applicant for employment who feels that he or she has been discriminated against in an employment matter because of race, color, religion, national origin, sex, sexual orientation, age (40+), marital status, physical or mental disability, or in retaliation for past EEO activity, or involvement in protected EEO complaint activity, may request EEO counseling or Alternative Dispute Resolution.

WHEN? Within 45 calendar days of the date of the alleged discriminatory act or, if a personnel action is involved, within 45 calendar days of its effective date. Class action problems must be presented by an agent of the class within 45 calendar days of the alleged discriminatory act or, if a personnel action is involved, within 45 calendar days of its effective date. The counselor will explain appropriate regulatory guidelines effecting class action complaints.

HOW? A request for counseling may be oral or in writing and should include all of the following information:

- Your name, address, and telephone number.
- A brief description of the problem and the date on which it arose.
- You may request anonymity during the EEO counseling process, if you so desire. However, at this stage it is not an Investigation process, anonymous calls to the ADR Center are not permissible.

WHERE? Contact the ADR Center on (301) 734-6317 or (800) 342-7231 for information. Our address is: USDA, APHIS, CREC, Unit 92, 4700 River Road, Riverdale, MD 20737. Federal Relay Service (Voice/TTY/ASCII/Spanish) 1-800-877-8339.

An EEO counselor or mediator will assist you with traditional EEO Counseling or ADR (mediation) and attempt to bring about a resolution within 30 days. If during counseling, the counselor is unable to accomplish this, and you agree, the time may be extended up to an additional 60 calendar days. If the matter is not resolved by the conclusion of the counseling process, the EEO counselor or mediator will advise you of the procedures for filing a formal complaint. If you have any general questions concerning EEO complaint procedures, contact the ADR Center Staff at the number shown above.